



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND
FORT MONROE, VIRGINIA 23651-5000

REPLY TO
ATTENTION OF

ATCC-OP-I

JUN 18 2005

MEMORANDUM FOR


Region and Brigade Commanders, U.S. Army Cadet Command
Professors of Military Science, U.S. Army Cadet Command

SUBJECT: Memorandum of Instruction (MOI) - Room and Board
Policy Change for School Year (SY) 2005/2006

1. The MOI (enclosure 1) changes room and board payment options for SY 2005/2006. Enclosure 2, the room and board reimbursement plan, changes the option memo published in CCR 145-1.
2. The policy allows payment for cadets who do not use university-sponsored housing or meal plans. The policy will be effective at the start of SY 2005/2006.
3. Point of contact is Mr. Ainslie at (757) 788-2835, DSN 680-2835, or e-mail james.ainslie@usacc.army.mil.

FOR THE COMMANDER:

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as


RADAMES CORNIER, JR.
Colonel, GS
Chief of Staff

CF:
Directors and Special Staff, HQ, U.S. Army Cadet Command

Expanded Financial Assistance for SY 05/06

1. General. Beginning in SY 2004/2005, the ROTC scholarship benefit package included an option to provide on-campus room and board costs in lieu of tuition and fees. The room and board costs cannot exceed normal tuition and fee payments at the college/university. The cadet, at the point of contracting and once each year may elect to receive benefits, which pay tuition and fees or room and board costs. The initial fielding of this program restricted costs to college/university-sponsored housing or college/university meal plans. This election is binding for the entire school year. The payment options for room and board have been expanded for SY 2005/2006.

2. Eligible Reimbursable Costs Options.

a. Room:

(1) Housing costs associated with college/university-sponsored housing will be reimbursed. Payment will be in accordance with the invoice provided from the college/university.

(2) Cadets who do not live in college/university-sponsored housing may receive this benefit using one of three methods:

(a) Provide the Professor of Military Science (PMS) a lease agreement/receipt for the school term. The PMS will use the lease as verification of the cost of housing for the school term and complete the attached receipt and forward to Headquarters, Cadet Command (HQCC) Pay Operations Division for reimbursement.

(b) The college/university has sponsored housing. The PMS may use the average cost of the college/university-sponsored housing and complete the attached receipt and forward to HQCC Pay Operations Division for reimbursement. The cadet will be reimbursed based on this surrogate cost basis certified by the PMS.

(c) The college/university does not have sponsored housing. The PMS will coordinate with the geographically closest college/university and use the average cost of their sponsored housing as a bonafide comparison of costs and complete the attached receipt and forward to HQCC Pay Operations Division

for reimbursement. The cadet will be reimbursed based on this surrogate cost basis certified by the PMS. This college/university does not have to have an Army ROTC Program.

b. Board:

(1) Cadets who utilize college/university-sponsored meal plans will be reimbursed in accordance with the invoice provided from the college/university.

(2) Cadets who do not choose to utilize college/university meal plans may receive this benefit using one of two methods:

(a) The college/university has a sponsored meal plan. The PMS may use the average cost of the college/university-sponsored meal plans, verify the costs, complete and certify attached receipt and forward to HQCC Pay Operations Division for reimbursement. The cadet will be reimbursed based on cost certified by the PMS. The cadet will be reimbursed based on this surrogate cost basis.

(b) The college/university does not have a sponsored meal plan. The PMS will coordinate with the geographically closest college/university and use the average cost of their meal plans. The PMS will verify the costs, complete and certify attached receipt and forward to HQCC Pay Operations Division for reimbursement. The cadet will be reimbursed based on cost certified by the PMS. This college/university does not have to have an Army ROTC Program.

c. The cadet may elect to receive only room or only board if desired.

3. Procedures:

a. At the point of contracting, a cadet has 30 days to make the election. Returning cadets have 44 days from 1st day of fall to make an election to receive benefits, which pay tuition and fees or room and board costs. Cadets transferring during the normal academic school year will have 30 days to make an election from the transfer-in date. The HRA will make the election in the Scholarship Tracking Module in the Cadet Command Information Management System (CCIMS) within the designated timeframe. **(Within 30 days for newly contracted and transferred cadets and within 44 days for returning cadets.)**

b. Once an election has been made, the cadet is locked into that payment option for the school year. If a selection is not made within the designated timeframe, tuition and fees will be the default election. The HRA will process payments in accordance with (IAW) current established procedures using the Scholarship Tracking Module in CCIMS. Data fields have been added to this module to allow identification of the cadet's option.

c. Current guidance on administrative suspension and leave of absence also apply to room and board election.

d. Study abroad and summer extension of benefits are the only authorized tuition and fees election. Upon approval of the study abroad and summer extension of benefits, the election will be changed at HQCC to the tuition and fees option.

e. Adherence to time lines is necessary; waivers will only be considered in extreme circumstances.

4. This policy will be incorporated into the next update of CCR 145-1. Supplementation or changes are not authorized. Send suggested changes to Commander, U.S. Army Cadet Command, (ATCC-OP-I/Mr. Ainslie), Fort Monroe, VA 23651.

U.S. Army Cadet Command Invoice
Room and Board Benefit Reimbursement Plan

Invoice Date: _____ Period Covered: _____

School Year: _____ Term: _____

Host University/College: _____

FICE: _____ Address: _____

Academic University/College: _____

FICE: _____ Address: _____

Cadet's Name: _____ Cadet's SSN: _____

University Sponsored Housing Cost Analysis University/College:

Most Expensive Housing Plan: _____

+

Least Expensive Housing Plan: _____

/2

Equals Average Housing Plan: _____

University Sponsored Meal Plan Cost Analysis University/College:

Most Expensive Meal Plan: _____

+

Least Expensive Meal Plan: _____

/2

Equals Average Meal Plan: _____

____ The institution the cadet attends does not have sponsored housing or meal plans.

____ The institution used is geographically the closest to the institution the cadet is attending.

____ The institution the cadet attends has sponsored housing or meal plans but is not available or the cadet elects an alternate plan.

I certify that I have reviewed all documents pertaining to this payment and it is true and correct to the best of my knowledge:

Professor of Military Science Name: _____

Professor of Military Science Signature: _____

_____ Date: _____

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